



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72030618R10033**

**ISSUANCE DATE:** August 14, 2018  
**CLOSING DATE/TIME:** September 01, 2018 (4:30 PM, Kabul Time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Agriculture) (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

Sincerely,

Dustin Kohls  
Executive Officer

Female candidates are strongly encouraged to apply

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72030618R10033
- 2. ISSUANCE DATE:** August 14, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 01, 2018  
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:-** Project Management Specialist (Agriculture) (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-11 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy/Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:-**The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

The Office of Agriculture (OAG) promotes a vibrant and prosperous agriculture sector through management of a portfolio that consists of over \$41.5 million in nearly two dozen active and planned projects. The incumbent is a core member of the Agriculture Team working on a portfolio of agriculture, agribusiness and agro-processing activities, with Agreement/Contract Officer's Representative (A/COR) responsibilities for several projects and activities to address food security issues in Afghanistan. The incumbent serves as a subject matter expert on technical area(s) that cut across value chains (i.e. veterinary sciences, marketing, soil conservation, business development, water resource use, plant protection, alternative development, vocational training, agriculture extension, food processing, etc.) The incumbent provides expert advice and technical assistance in his/her area of expertise to USAID/Afghanistan staff, implementing partners (IPs), host government and private companies across value chains. The incumbent serves as the primary point-of-contact A/COR for all activities related to specific value chain(s). This includes working with partners, the incumbent supervises to implement work plans, modifications, and the implementation of discrete training, invitational travel and other components. The incumbent works closely with the OAG Programs and Policies Team (PPT) to conceptualize, design, implement, monitor and evaluate,

and manage gender mainstreaming matters. The incumbent prepares and approves activity designs, creates results monitoring plans, and drafts annual Performance Plan and Report (PPR) narratives and key issue reports. The incumbent likewise liaises with the relevant technical staff of the Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM) on contracting and financial management issues concerning projects.

## **2. Statement of Duties to be Performed**

### **A. Manage designated projects as AOR/COR:**

- a. Manages and provides technical guidance on USAID/Afghanistan's agriculture portfolio, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring to ensure development activities are carried out in a technically-sound, timely, and cost-effective manner; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements;
- b. Reviews performance reports to ensure that implementing partners are in compliance with host-government agreements, and with the performance expectations outlined in their work plan and in their contract/agreement with the USAID/Afghanistan;
- c. Prepares and approves activity designs, creates results-based monitoring plans, and drafts annual PPR narratives and Key Issue reports;
- d. Reviews and approves implementing partners' work plans (life of project [LOP] and annual monitoring and evaluation plans in collaboration with the OAG Program Analyst/Monitoring and Evaluation), branding and marketing plans (in collaboration with the Program Office Development Outreach and Communication adviser/specialist), gender analyses (in collaboration with the OAG Program Management Specialist/Gender), environmental mitigation and monitoring plans (in collaboration with the Mission Environmental Officer), and other required core project documents;
- e. Provides technical advice and recommendations to USAID's partners regarding the design of planned agriculture activities or implementation of ongoing ones in Afghanistan;
- f. Ensures that IP's are in compliance with all relevant USAID regulations and procedures;
- g. Communicates findings and recommendations for program design based on information collected during field visits and, as appropriate, meetings with IPs and the Government of Afghanistan (GoA) counterparts;
- h. Provides liaison between managed activities and other USAID/Afghanistan activities, other donor assistance, and government activities and regulatory bodies as appropriate;
- i. Contributes to the development and implementation of Public Private Partnerships.

**B. Subject matter expert on designated Value Chains:**

- a. Provides USAID/Afghanistan's leadership on value chains to all public and private sector actors, business organizations, other donors, and public international organizations;
- b. Provides expert advice on the use of improved inputs, varieties, production and productivity, quality standards, post-harvest handling and storage, output marketing (domestic and international), financing, and relevant government and trade association strategies etc.;
- c. Analyzes market prices, government policies, and new technologies as well as the activities of public and private sector actors, business organizations, other donors, and public international organizations;
- d. Prepares responses to requests or taskers related to value chains from USAID Washington, U.S. Department of Agriculture (USDA) or State Department, and relevant host government ministries;
- e. Gathers and reports through briefings, reports, and cables on the agriculture situation in Afghanistan for a variety of audiences including USAID/Washington, U.S. State Department and other United States Government (USG) organizations, U.S. Congress, and the general public;
- f. Prepares periodic updates on activities, events or national news related to value chains;
- g. Provides expert advice at relevant value chain related events, such as workshops, trade shows, association meetings, investor forums, conferences, etc.;
- h. Serves as a main resource for tasks that involve the use of statistics, such as the design and management of quantitative studies, surveys, baseline assessments and related field work.

**C. Performance Management and Reporting:**

- a. Tracks and reports on project progress on a continuing basis, especially the key performance indicators that measure the achievement of the projects' main outputs and outcomes;
- b. Reviews draft progress reports (i.e., inception, quarterly, annual, and final), and performs all applicable monitoring in compliance with the Mission's multi-tier monitoring system;
- c. Provides inputs to and participates in performance reviews (Mission-wide and project specific). The incumbent alerts senior office management of challenges being faced by the projects assigned to him/her, and will ensure that all identified issues are discussed and eventually resolved;
- d. Contributes to the reporting for the Mission Performance Management Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation;
- e. Prepares internal USAID program implementation documentation for smooth program implementation, including Action Memos and technical directives;
- f. Conducts annual evaluations of contractors' performance

- g. Gathers data and develops Mission reports related to agriculture (includes data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]);
- h. Coordinates meetings and visits with counterparts and other donors, and represents USAID/OAG in meetings, presentations, and other dialogues with the government, other USG agencies, international organizations, and other donors;
- i. Drafts routine documentation and obtains clearance and approval in a timely manner. Participates in team meetings and other team activities, and joins coordination events with the Government of the Islamic Republic of Afghanistan and other activities as determined appropriate.

**D. Financial and Contract Management:**

- a. Provides technical guidance to implementing partners on USAID budgetary/financial and accounting requirements;
- b. Monitors project budget planning and implementation in accordance with USG requirements, and works closely with both the Project Management Specialist (PMS) and Project Management Assistant (PMA) for Budget to routinely update project budgeting;
- c. Provides project-related inputs in the Quarterly Financial Review (QFR) exercise, and prepares accruals to keep the pipeline within forward funding guidelines;
- d. Performs necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & Assistance System (GLAAS) requisitions, partner vetting requests, and project close-out, as well as other required financial documents.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the “Foreign Service National” Fellowship Program, in accordance with USAID policy.

**3. Supervisory Relationship**

The incumbent works under the direct supervision of the OAG Deputy Office Director and/or the relevant Team Leader.

**4. Supervisory Controls**

The incumbent will supervise one FSN-10 Project Management Specialist and will provide guidance to one FSN-08 Project Management Assistant to perform at the expected performance level on a day to day basis.

**10. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

## 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## 12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in agriculture, business administration, economics, management, international development, or related development and social science fields is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of progressively responsible experience in project management, agriculture development, rural development, private sector development or social survey planning and administration is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** Knowledge of quantitative research methodology and techniques. Knowledge and understanding of Afghan government agricultural institutions and practices. Knowledge of economic and cultural characteristics, and the problems, resources and development prospects/priorities in Afghan agriculture.
- e. **Skills and Abilities:** The incumbent must have strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information in written and oral form is required. Under limited supervision, s/he must be able to plan, manage and evaluate the project(s) to which s/he is assigned, including analyzing and incorporating cross cutting outcomes such as gender and climate smart agriculture into project implementation. The candidate must conduct site visits to support project monitoring. Demonstrated ability to work collaboratively and with cross-cultural sensitivity, tact and poise with a range of professional counterparts at all levels, including those from host country ministries, representatives of the USG, technical staff, other U.S. government agencies, implementing partners, international organizations and other donors. In addition to excellent MS Office skills (Word, Excel, PowerPoint), the incumbent must have the ability to use statistical software and/or information technology to improve data compilation, analysis and reporting. The

incumbent must have the ability to learn USAID specific software such as Afghan Info, FTFMS, GLAAS, Phoenix and ASIST. The incumbent must be able to work in a team-oriented, gender-integrated environment and under pressure.

### **III. EVALUATION AND SELECTION FACTORS**

- Work Experience 50 points
- Knowledge 20 points
- Skills and Abilities 30 points
- Maximum Points: **100 points**

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

### **IV. PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line or offer submission: **Project Management Specialist (Agriculture) - (Multiple Vacancies) / (72030618R10033).**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.

- Ø Applications submitted as compressed files (.RAR/Zipped) will not be accepted.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

#### **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

#### **VII. TAXES**

The Cooperating Country National (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.



## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at: [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.